



Instructions on How to Register for APPEL and LMD Courses

When self-registering for APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered in the *Comments* field, the request will be denied.

Here's what to do

STEP 1: Login to SATERN at <https://satern.nasa.gov>

STEP 2: In the **Search Catalog** field, type *APPEL* or *LMD* then, click **Go**. This search will return all APPEL and LMD items in SATERN.

STEP 3: From the Catalog Search Results, click the blue arrow next to the Item title to see available scheduled offerings. To view the Scheduled Offering Details, click on the Start Date/Time information.

Note: If a blue arrow does not appear next to the Item title, it means that a scheduled offering is not currently available.

STEP 4: The Scheduled Offering Details provide course description, segment details (dates, facility, location), and registration information (registration cut-off date, capacity, etc.). To register for the scheduled offering, click the **REGISTER** button.

Title	Type	Price	Status
APPEL-UCRUCIAL CONVERSATIONS AND CONFRONTATION			

Description	Start Date/Time	Duration	Facility & Location	Available Seats	Price
No Description	10/19/2009 08:00 AM America/Mexico City	2 days	-	unlimited	0.00 (USD)



Scheduled Offering Details

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Offering of APPEL-CRUCIAL CONVERSATIONS AND CONFRONTATION

▼ **Summary Information**

APPEL-CRUCIAL CONVERSATIONS AND CONFRONTATION

Description: No Description

Scheduled Offering ID: 42580

Item Description: Crucial Conversations and Confrontation teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of your organization. By learning how to speak and be heard (and encouraging others to do the same), your organization will begin to surface the best ideas, make the highest-quality decisions, and then act on those decisions with unity and commitment.

Register

▼ **Segment Details**

Segment	Start	End	Facility & Location	Instructor
1	10/26/2009 08:00 AM America/New York	10/26/2009 12:00 PM America/New York		,
2	10/26/2009 01:00 PM America/New York	10/26/2009 05:00 PM America/New York		,
3	10/27/2009 08:00 AM America/New York	10/27/2009 12:00 PM America/New York		,
4	10/27/2009 01:00 PM America/New York	10/27/2009 05:00 PM America/New York		,

► **Registration Information**

► **Contact Information**

STEP 5: The Self-registration process for all APPEL and LMD items require approval from:

- Supervisor
- Training Coordinator at Center
- APPEL/LMD POC at Center
- Agency Logistics Provider or ATLS

To start the approval process, click **YES** button to proceed or **NO** button to cancel.

Welcome SOPHIA SHUKLIN | Home | Search Catalog

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Warning Details:

- The scheduled offering (42580) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

No Yes



Login to SATERN at <https://satern.nasa.gov>

STEP 6: IMPORTANT: In the **Registration Comments** field, add the *Estimated Travel* and *Per Diem* information relevant to attend this course. Otherwise, registration requests without this information will be denied and employees will be required to re-register.

STEP 7: Click the **CONFIRM** button to submit your registration.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous Confirm

Offering

APPEL-CRUCIAL CONVERSATIONS AND CONFRONTATION

COURSE APPEL-CC&C

Revision: 3/23/2009 01:04 PM EST

Start Date: 10/26/2009 08:00 AM America/New York

End Date: 10/27/2009 05:00 PM America/New York

Capacity: 0 enrolled, 0 waitlisted

Price : 0.00 (USD)

Approval Steps

Approval Step	Approvers
Initial Approver	Supervisor Level 1 (Show All)
Training Coordinator	TRAINING COORDINATOR (Show All)
APPEL POC	POC-APPEL (Show All)
RGI	RGI-COORD APPEL (Show All)

Registration Comments

Learner Name: SHUKLIN, SOPHIA

Registration Status: PENDING (Pending)

Comments: Estimated Travel: \$500.00
Per Diem: \$50.00

Previous Confirm